



TOWN OF BEDFORD
321 BEDFORD ROAD
BEDFORD HILLS, NEW YORK 10507
www.BedfordNY.gov

THANK YOU FOR INQUIRING ABOUT FILMING & PHOTOGRAPHY IN THE TOWN OF BEDFORD

Copies of Chapter 56 of the Town Code regarding filming and photography in the Town of Bedford, the Special Use Permit Application, Affidavit of Notification and Hold Harmless Agreement are attached for your information and use.

The following forms must be completed and submitted for presentation to the Town Clerk:

1. **Special Use Permit Application** for each separate location where filming is proposed. If filming is on private property, the property owner must sign each permit.
2. **Hold Harmless Agreement** and **Certificate of Insurance** for each location naming the Town of Bedford as an additional insured for the shoot.
3. **Affidavit of Notification** and **Notification List** – The Town requires that a copy of the permit and the use plan be provided to adjacent property owners (see Chapter 56.3 [D-1-e]) in the form and manner prescribed by the Town Clerk or Town Board. The Assessor's Office (914-666-5149) can help you research the addresses. A notarized Affidavit of Notification verifying mailing or communication of the required notice materials and a notification list indicating the Section, Block and Lot numbers is acceptable in place of certified mail and return receipts.

Applicant must supply a telephone number for the person who will be available 24 hours a day during the activity and who will "have control of and responsibility for the direction of all participants in the permitted activity and for the property for which the activity is permitted" (see Chapter 56.3 [D-2]). Contact the Chief of Police at (914) 241-3111 to discuss the possible need for police coverage.

The Town Clerk reviews all applications for Special Use Permit for filming and photography. The Town Clerk's office is located at 321 Bedford Road, Bedford Hills, New York. The Town Clerk's office is open from 8:30 AM-4:30 PM, Monday through Friday. If the Town Clerk in his or her sole discretion refers the application to the Town Board for action, then the completed application must be received by 12 noon on the Thursday prior to the Town Board meeting in which your application will be before the Board. Town Board meetings are held at 321 Bedford Road, Bedford Hills, New York, at 8:00 PM on the first and third Tuesday of each month. A representative of your company should be present at the Town Board meeting if and when your application will be before the Board.

FEE SCHEDULE/PER DAY		
FEE	TYPE	EXAMPLE
\$0	Student Project	Film for class credit
\$100.00	Public Service, Teaching	Public Service Announcement
\$1,000.00	Commercial Photo shoot	Magazine article, website
\$3,500.00	TV Commercial/Short Film	Promo for a TV show
\$5,000.00	Full Length Film/TV show	Feature film/TV series

Other:

If any services are required from the Police Department, Department of Public Works or Recreation and Parks Department, services will be charged at a minimum of four (4) hours per employee and in four (4) hour increments thereafter at the current rate on file with the Department of Finance.

Please call the Town Clerk's Office if you have any questions, (914) 666-4533. Submit to: Bedford Town Clerk, Lisbeth Fumagalli, 321 Bedford Road, Bedford Hills, NY 10507.

APPLICATION FOR SPECIAL USE PERMIT FOR FILMING & PHOTOGRAPHY

The applicant requests that the Town Clerk approve the issuance of a Special Use Permit, or that the Town Clerk **refer the permit application to the Town Board for action, under Chapter 56 of the Code of the Town of Bedford** for filming and photography on property within the Town of Bedford (includes the hamlets of Bedford Hills, Bedford Village and Katonah).

COLUMN
FOR
TOWN
CLERK:

1. APPLICANT

<u>Name:</u>	<u>Phone:</u>
<u>Address:</u>	<u>Cell Phone:</u>
	<u>E-mail:</u>

☐

2. HOMEOWNER

<u>Name:</u>	<u>Phone:</u>
<u>Address:</u>	<u>Cell Phone:</u>
	<u>E-mail:</u>
<u>Signature of Homeowner is required:</u> _____	

☐

3. FILM OR PHOTOGRAPHY COMPANY

<u>Name:</u>	<u>Phone:</u>
<u>Address:</u>	<u>Cell Phone:</u>
	<u>E-mail:</u>
<u>Contact Person during Filming:</u>	<u>Cell Phone:</u>

☐

4. LOCATION AND IDENTIFICATION OF PROPERTY: Town of Bedford Tax Map Designation

<u>Address:</u>	<u>Section:</u>
	<u>Block:</u>
	<u>Lot:</u>

☐

APPLICATION FOR SPECIAL USE PERMIT FOR FILMING & PHOTOGRAPHY

COLUMN
FOR
TOWN
CLERK:

5. DATE(S) AND TIME(S) OF PROPOSED FILMING

<u>Date(s):</u>	<u>Times:</u>
-----------------	---------------

☐

6. PEOPLE AND VEHICLES

<u>Number of People:</u>	<u>Number of Vehicles:</u>
<u>Arrangements for Parking:</u>	

☐

7. OTHER REQUIRED APPLICATION MATERIALS

PUBLIC NOTICE	The Use Plan of proposed filming must be mailed or communicated in person by the applicant to all contiguous and adjacent property owners. The expense of notification should be paid by the applicant. The applicant will file an Affidavit of Notification with the Town Clerk prior to mailing or communicating the Use Plan of proposed filming to contiguous and adjacent property owners.
FEE	Check payable to the Town of Bedford. The Fee Schedule is on page 3 of this form.
CERTIFICATE OF INSURANCE	Attach a copy of the Certificate of Insurance to this application naming the Town as an additional insured and relieving the town from any potential liability by virtue of the applicant's activities.
HOLD HARMLESS AGREEMENT	Attach a signed, notarized copy to this application.
USE PLAN	Attach a copy of the Use Plan to this application. The Use Plan should also indicate location, date and time, arrangements for parking and toilets, eating and other particulars.

☐
☐
☐
☐
☐